



**WESTMINSTER**  
COLORADO

**Agenda Memorandum**

Agenda Item –  
{{section.number}}.{{item.number}}.

City Council Study Session  
April 21, 2025



**Strategic Priority 3: Community Health and Safety**

Invest in innovative and collaborative approaches to provide a continuum of services that preserve, promote, and protect the health, safety, and environment of Westminster.

**Subject:** Draft Ordinance Amending Westminster Municipal Code Title V Chapter 14  
Updating the Liquor Licensing Code

**Prepared By:** Abby Fitch, City Clerk  
Kate Behan, Assistant City Clerk  
Mary Joy Barajas, Assistant City Clerk

**Recommended City Council Action:**

City Council receive and review this memorandum and attached draft ordinance and provide direction to Staff to bring back for formal adoption at a regular meeting of City Council.

**Summary Statement:**

- The purpose of this draft ordinance is to update the Westminster Municipal Code (W.M.C) to better align local regulations with the Colorado Beer and Wine Code and the Colorado Liquor Code, as well as clean up the language to make it more consistent and easier to interpret.
- The updates to W.M.C. Title V, Chapter 14, focus on the regulation of fermented malt beverage and alcoholic beverage licenses and special event permits.
- Key changes include clarifications on licensing requirements.
- The update also establishes clearer procedures for license applications, renewals, and transfers.

**Background Information:**

The proposed amendments aim to enhance regulatory compliance and ensure consistency with state laws governing alcohol licensing. The revisions streamline processes for business owners, clarify legal obligations, and reinforce public safety measures. Key changes include:

- Updating license and permit types.
- Providing clarifications on the roles and responsibilities of the Local Licensing Authority in granting and managing licenses, as well as the roles of the applicants and state.
- Updating application procedures, including the fees that are set by the state of Colorado.
- Updating the language to make this section of the code easier to understand.

These changes are necessary to ensure that Westminster is in line with the Colorado Beer and Wine Code and the Colorado Liquor Code, as well as helping local businesses ensure compliance.

The City's Strategic Plan Priority of Community Health and Safety is supported by these regulatory updates, ensuring safe and well-managed alcohol-related businesses.

Respectfully submitted,



Jody L. Andrews  
City Manager

**Attachments:**

Draft Changes Amending Title V of the W.M.C. Updating Liquor Licensing Regulations